

STATE OF CALIFORNIA
DUTY STATEMENT

CALIFORNIA PRISON INDUSTRY AUTHORITY

1. Institution/Division/Office California Correctional Center (CCC)/Operations/CALPIA		2. Unit/Industry Healthcare Facilities Maintenance (HFM)	
3. Classification Title Custodian Supervisor I		4. Proposed Incumbent (if known) Vacant	
5. Current Position Number (Agency-Unit-Class-Serial) 965-760-2002-001		6. Effective Date November 18, 2021	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under the direction of the Custodian Supervisor II, the incumbent performs the required janitorial service, trains, and supervises offender/inmate workers engaged in daily janitorial functions. This position supervises: Custodian II's and Custodian I's. In addition, the incumbent has regular, direct responsibility for work supervision, on-the-job training, and work performance evaluation of multiple inmates who substantially replace civil service employees for a total of at least 120 hours per pay period. Work Schedule: Workdays/Hours May Vary			
8. Percentage (%) of time performing duties: <div style="text-align: center;">30%</div> <div style="text-align: center;">25%</div> <div style="text-align: center;">25%</div> <div style="text-align: center;">10%</div> <div style="text-align: center;">5%</div>		9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first. (Use an additional page if necessary) <div style="text-align: center;">ESSENTIAL FUNCTIONS</div> <p>Gives instruction and on-the-job training to custodians engaging in sweeping, mopping, scrubbing, spotting, and waxing floors; emptying and cleaning waste receptacles; spotting walls; cleaning floors, cells, stairways, hallways, restrooms, and offices. Ensures the proper handling and disposal of medical waste. Planning the daily operations and scheduling labor, facilities training, counseling and conducts evaluations of the offender workers. Maintains accurate offender counts. Computer data entry for the Industry Employment Program. Initiates the order request (Form 13) for replenishing janitorial supplies. Staff evaluations, Enterprise Resource Planning system (ERPLx) billing for the service provided. Maintains tool and key control per the department and institutional procedures. Controls the use, inventory, and storage of hazardous materials. Enforces the guidelines of the Health and Safety Program and ensures work meets guidelines to include State Health Department Title 8, 15, and 22, and the Bio-Hazardous waste and toxic materials control program.</p> <p>Knowledge of methods, materials, chemicals, disinfectants, and equipment used in cleaning office and public buildings. Supervises staff and offender workers in the following duties: sweeps, scrubs, mops, and waxes floors; vacuum rugs and carpets; cleans, dusts, and polishes cabinets, furniture, and woodwork; empties and clean waste receptacles; cleans stairways, escalators, elevators, hallways, restrooms, office, and lobbies; cleans ceilings, walls, window shades, light fixtures, interior glass partitions, and venetian blinds; assists in moving and arranging furniture and equipment as required; polishes and replaces metalwork, when necessary; turns out lights and locks doors and windows; refills lavatory supply dispensers; replaces light globes and tubes; operates scrubbers, buffers, and other equipment and machinery, as required.</p> <p>Evaluates the performance of staff and offenders/inmates; receives guidance from the Standards and Compliance Coordinator or Correctional Health Care Services and CALPIA QMS standards; to ensure that areas of responsibility meet acceptable standards; Utilizes equally effective communication in accordance to the Americans with Disabilities Act (ADA) and the Armstrong Remedial Plan ensuring communication with individuals equally with disabilities.</p> <p>Maintains accurate Inmate Work Incentive and offender/inmate time-keeping records. Evaluates and documents offender/inmate performance.</p> <p>Maintain order and prevent escapes and injury of others or to property; maintain security of working areas and materials; inspect premises and search inmates for contraband such as weapons, or illegal drugs; may instruct and lead or supervise offenders/inmates and do other work as required.</p> <p>(Continued on Page Two)</p>	
10. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
11. DATE SUPERVISOR PROVIDED EMPLOYEE WITH A COPY OF THE DUTY STATEMENT:			
PRINT EMPLOYEE'S NAME Vacant		EMPLOYEE'S SIGNATURE	DATE
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE
HR APPROVAL KN 11/16/2021			

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<p>8. Percentage (%) of time performing duties:</p>	<p>9. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent on each. Group related tasks under the same percentage (%) with the highest percentage (%) first.</p>
<p>5%</p>	<p>(Continued from Page One)</p> <p style="text-align: center;">MARGINAL FUNCTIONS</p> <p>Performs other duties as required such as special projects or safety-related reports. Attends mandatory or job-related training, works cooperatively with the host institution staff. Performs special required duties during emergencies</p> <p style="text-align: center;">ADDITIONAL EXPECTATIONS</p> <p>Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates/offenders and or the protection of personal and real property</p>